



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INFORMATION OFFICER II

\$5,137 - \$6,198

COMMUNICATIONS AND PRESS RELATIONS SACRAMENTO

RESPONSIBILITIES: Under the administrative direction of the Deputy Commissioner, Communications and Press Relations, the incumbent has full responsibility for the Department's public relations and information activities. Responsible for the supervision and daily functions of the staff assigned to the Communications and Press Relations Branch. Develops, organizes, directs, and evaluates a comprehensive program to inform the public of the activities and objectives of the Department. Responsible for the preparation and coordination of the Department's press material; assists in the development of the Department's press material; and reviews, edits, and approves press material. Arranges and directs media events and interacts with the public and the media on a regular basis. Consults with and advises the Deputy Commissioner, Communications and Press Relations, and other executive level staff and Branch staff on assigned issues; responds to constituents and the media regarding sensitive inquiries/correspondence; and acts as the Insurance Commissioner's spokesperson. Travel is required.

DESIRABLE QUALIFICATIONS: The incumbents must have strong writing skills, excellent communication skills, be knowledgeable of local and statewide media, familiar with standard methods of information delivery to media, and possess a creative ability to generate ideas. Incumbents must possess knowledge of the following: techniques of preparing, producing and disseminating information utilizing all major media outlets; ability to establish and maintain good working relations with the news media and other public groups; ability to analyze data; ability to write, edit and prepare for publication or reproduction: news releases, magazine articles, correspondence, brochures, pamphlets, reports, speeches, and scripts for radio, television, and other information material; and ability to work under tight deadlines in a fast-paced environment while gathering accurate information. Working knowledge of Microsoft Word is desired.

WHO MAY APPLY: Applications will be accepted from current State employees at the Information Officer II level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "INFORMATION OFFICER II, #413-183-5595-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: October 30, 2006, 5:00 p.m. close of business

NOTE: Interested individuals must submit their application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD